POSITION
Master File Description (MFD)

TYPE OF INFORMATION

A snapshot of the position inventory information from the SCO's Position Roster file that is updated monthly. It is recommended that you download this data so you can maintain a historical position file. This is a stand-alone file and **cannot be used with other files.** The fields that are available in this file contain the same data as the Position Inventory Reports on ViewDirect with the exception of: Non-Established Filled Positions, which is available on your Periodic Report and FT/PT employee's in 900 serial numbers, which can be created in the CSPMTS file.

Example: Position A is vacant for two months and is reclassed to Position B. Position B is vacant for two months then reclassed to Position C, which is also vacant. Position C will not appear on any reports until it is vacant for 3 months, at which time, the field MONTHSNO will have a value. MONTHSNO does not recognize the previously vacant months in Position A and B. In the annual processing of abolished positions by the Position Control Unit, Position C will be abolished if no expenditures are made in Position A or B or in the first two months of Position C.

FIELDNAME	FORMAT	DESCRIPTION
PCAGY	A3	Agency code
PCUNIT	A3	Reporting Unit
PCCLASS	A4	Class Code
PCSRL	A3	Serial Number
PCPSNO	A16	Position Number (XXX-XXX-XXXX-XXX)
PCCLTTL	A18	Abbreviated class title. 'NOT FOUND' will display if the class code is not in the pay scale.
PCFULLNAME	A39	Employee's last name, first name and middle initial will display if a position is filled. 'VACANT', 'RECLASSED' or 'DELETED' will display if there were no expenditures for the month.
PCSURNAME	A21	Employee's last name will display if a position is filled. 'VACANT', 'RECLASSED' or 'DELETED' will display if there were no expenditures for the month.
PCNAME	A16	Employee's first name and middle initial will display if a position is filled; otherwise, blank will display.
PCTBASENUM	A3	Employee's time base numerator.
PCTBASEDEN	A3	Employee's time base denominator.
PCTBASE	A7	Employee's time base. (' ', FT, IND, INT, 003/005, etc.)
EEFTE	P9.2	Employee's full time equivalency (.00, .06, 1.00, etc.).
AUTFTE	P9.2	Authorized full time equivalency of the position (.00, 1.00).
ESTFILL	I5	Established authorized filled position (0,1).

FIELD FORMATS: A = ALPHANUMERIC; **I** = INTEGER; **P** = PACKED DECIMAL; **YYMD** OR **YYM** = DATE

FIELDNAME	FORMAT	DESCRIPTION
ESTVAC	I5	Established authorized vacant position (0,1).
ESTPSN	I5	Established authorized position (0,1).
PCTERM	YYMD	Termination date of the position. If the position is permanently reclassed or abolished during the fiscal year, a date will display. If the reclass is temporary, a blank will display.
MONTHSNO	A2	Number of *consecutive* months a position had no expenditures (00, 01, 02, 03, etc.) For example: • 00 if there were expenditures for the month. • 00 if there were no expenditures in August and October, but had expenditures in September. • 03 if there were no expenditures in August, September, or October. If there were subsequent expenditures in November, then field is reset to 00. 06 if there were expenditures in January but none in July through December.
FIRSTMONTH	A2	The first month of the fiscal year in which a position had no expenditures (07 for July, 08 for August, etc.) Blank will display if MONTHSNO field is zero.
FIRSTMONTH1	YYM	The year and first month of the fiscal year in which a position had no expenditures. (2002/07, 2002/08, etc.) Blank will display if MONTHSNO field is zero.
OFFPAYROLL	A1	• 'X' will display if the employee is off payroll due to an approved leave.
DEPTNAME	A29	Indicates the name of the department.
FACILITY	A29	Indicates the name of the facility.
EXEMPTIND1	A1	The type of position (blank for civil service, 4 for exempt, 7 for statutory).
PCEFFDT	YYMD	Position Effective Date (YYYY/MM/DD).
PRIPCAGY	A3	Prior Agency Code for reclassed position.
PRIPCUNIT	A3	Prior Reporting Unit for reclassed position.
PRIPCCLASS	A4	Prior Class Code for reclassed position.
PRIPCSRL	A3	Prior Serial Number for reclassed position.
PRIPCPSNO	A16	Prior Position Number (XXX-XXX-XXXX-XXX)
SYSTEM VARIABLES		
&&PCDATADT	MDYY	CURRENT UPDATE DATE (03/31/2003)
&&PCDATADT1	MTRDYY	CURRENT UPDATE DATE (E.G., MARCH 31, 2003)

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